



Dear Parent,

The HCPSS is committed to empowering parents as full educational partners, and offers the HCPSS Family Portal to complete emergency procedure information for each of your children online from a single account. You will be able to view their class attendance records throughout the school year from this account as well.

You will receive an email with directions on activating your account (some email services mark our emails as Spam so please be monitoring that folder). If you do not receive an email by the start of school, contact your school for assistance.

When you receive the email, you will be directed to our sign-up website. You will need your student's identification number, which can be found on printed report cards, and the date of birth for each of your elementary school students. If you already have an account in Aspen you will not receive a sign-up email. Once you complete your account setup, you will receive an email verifying that your account has been created.

To access the card, visit the HCPSS website, [www.hcpss.org](http://www.hcpss.org), and select the HCPSS Family Portal icon on the home page. After log in, click **Initiate** under the **Tasks** heading, the Emergency Procedure Card is identified as **ER Card**.

The card is divided into tabs across the top. Complete the information on each tab:

- **Student Info:** Your student's address and contact information, auto-filled with the data provided last year. Please check for accuracy. If your student's address has changed, you must notify the school front office.
- **Contacts:** Authorized contacts in case of an emergency. This section is auto-filled with data from last year. If no changes are needed, simply click Save and move to the next tab. If you need to replace a contact name, delete the unwanted contact and click the Add button to input the new contact's information. If you need to change a contact's information, click the number for the contact, make the change, and click Save. Please note that Mother and Father should be listed as the 1<sup>st</sup> and 2<sup>nd</sup> contacts, even if a relative or other person(s) will pick up your child from school; that person should be listed as contact #3.
- **Medical:** Your child's health information.
- **Transport:** Arrival, departure, and early closing transportation information.
- **Media:** Permission to use your child's photo in print, TV, radio, online and/or via social media.
- **Release:** Permission to release your student's information to various organizations.

When all changes are complete, press the **Finish** button.

Please complete the card by **August 30, 2013**.